



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
9:00 a.m./Council Chambers/Freeport City Hall  
September 12, 2017 Minutes

**I. Meeting Opened**

The September 12, 2017 Regular Council Meeting was called to order at 9:00 a.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilwoman Kasey Cuchens, Councilman Eddie Farris, Councilwoman Amanda Green, and Councilman William “Boots” McCormick.

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, City Planner Latilda Hughes-Neel, Water Supervisor Larry Tuggle, Sewer Lead Operator Bridget Hilgenberg, Parks Director Charles Simmons, and City Engineer Cliff Knauer.

**II. Invocation and Pledge of Allegiance**

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

**III. Recognition of Guests: None**

**IV. Public Comment on Consent Agenda: None**

**V. Approval of Consent Agenda**

1. Pay all Bills in Order
2. August 3, 2017 Workshop Minutes
3. August 8, 2017 Regular Council Meeting Minutes
4. August 10, 2017 Workshop Minutes 6:30 pm
5. August 10, 2017 Workshop Minutes, Immediately Following
6. August 21, 2017 Workshop Minutes
7. August 24, 2017 Regular Council Meeting Minutes
8. August 28, 2017 Workshop Minutes

*Council Action: Councilman Farris made a motion to approve the Consent Agenda as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

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In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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**VI. Consideration of Additions/Deletions to Agenda**

Additions:

- Councilman Farris – EOC Designee
- Finance Officer – 2017/2018 Fiscal Budget

~~Deletions:~~ None

**VII. Approval of Agenda with Additions/Deletions**

*Council Action: Councilwoman Brannon made a motion to approve the Agenda with specified Additions and ~~Deletions~~ as presented. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**VIII. Staff Reports**

**A. City Clerk Matters**

1. Approval to attend FACC 2017 Fall Academy

*Council Action: Councilwoman Brannon made a motion to approve City Clerk Podraza to attend the 2017 Florida Association of City Clerks (FACC) Fall Academy from Oct. 15<sup>th</sup> through Oct. 19<sup>th</sup> in Sarasota Florida. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**B. Finance Officer**

1. Commercial Lawn Mowers

*Council Action: Councilwoman Cuchens made a motion to approve Southern Power Works quote for two (2) new commercial lawn mowers in the amount of \$22,596.00 for the Parks and Streets Departments. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

2. 2017/2018 Fiscal Budget

- Finance Officer Sara Bowers addressed the Council regarding the Tentative Budget Hearing being held on September 14, 2017 at 5:05 PM. Council discussion ensued and agreed that the millage rate should be set the same as last year at 4.5708 rather than decreasing it to 4.7302 as previously voted as the tentative millage rate. This will cover expenses for a forensic audit and grant matching.

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C. Planning & Zoning Dept.

1. LDC Revision 2<sup>nd</sup> Reading/Ordinance

*Council Action: Councilman Farris made a motion to hold second reading and adopt the Land Development Code Ordinance No. 2017-04. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

D. Legal Matters: None

E. Parks Dept.

1. Parks Director Charles Simmons reported on the following:
  - Marse Landing
  - Laird Park
  - Freeport Sports Complex
  - Storage Building at the Complex
  - Leagues' Waiver of Fees Agreements

F. Engineering

- 1 City Engineer Cliff Knauer presented the Engineering Report:
  - Freeport Legislative Appropriation Water Project
  - Business 331 Sidewalks
  - Annual Water Tank Inspection
  - Wastewater Treatment Plant Permit Renewal
  - Preliminary Engineering Report
  - Welcome Signs
  - No Wake Zone at Marse Landing
  - State Revolving Fund Loan

G. Water Dept.

1. Consideration of an "Office Assistant" for Water Utility Department
  - Water Supervisor Larry Tuggle requested for a new position in the Water Department due to the growth of Freeport and his need for assistance in the office so that he can attend to duties in the field. Tuggle requested that a current employee be transferred from the Billing Department to Water for this position, due to her previous experience in the department.

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*Council Action: Councilman Farris made a motion to approve an Administrative Assistant position for the Water Department and to transfer an existing employee from the Billing Department to the new Water Department Assistant position effective October 1, 2017. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

H. Sewer Dept.: None

**IX. Old Business**

1. Triumph Advisory Committee Appointment

*Council Action: Councilman Farris made a motion to appoint Mayor Barley to represent the City of Freeport on the Triumph Advisory Committee. Councilwoman Brannon seconded the motion.*

Council discussion ensued regarding the committee structure and how projects will be submitted for the Triumph Funds. Gary Adams approached for public comment.

*All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**X. New Business**

A. Carr Riggs & Ingram Letter of Engagement

1. Council tabled the Letter of Engagement and directed staff to negotiate the cost with Carr Riggs & Ingram.

*Council Action: Councilwoman Brannon made a motion to direct staff to negotiate cost of auditing services with Carr Riggs & Ingram. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

B. Records Request Policy

1. Clerk Podraza addressed the Council regarding the need for a Records Request Policy. A draft copy has been emailed to Council for review. The policy will be presented at the next Council Meeting for Council Approval.

C. Mayor Russ Barley

1. Mayor Barley announced that the 2017 Bayfest will be held Saturday, September 16<sup>th</sup> weather permitting.

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D. Councilwoman Brannon: None

E. Councilwoman Cuchens: None

F. Councilman Farris

1. ~~Sidewalk on Business 331~~
2. EOC Designee

*Council Action: Councilman Farris made a motion to appoint Councilman William “Boots” McCormick as the City of Freeport EOC Designee. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

G. Councilwoman Green: None

H. Councilman McCormick

1. Brandon Oaks
  - Councilman McCormick presented the Council with a Summary of the Brandon Oaks Subdivision Sewer Issues on the following topics.
    - Freeport Franchise Agreement
    - City Sewer Loan Agreement
    - Current Issue
    - Proposed Solution
  - Council discussion ensued and City Attorney Adkinson explained the legalities of the current Franchise Agreement with the County as well as legalities of homeowners within the franchise but who are not within City Limits.
  - Marsha Wilson from Brandon Oaks approached the podium for Public Comment regarding the City making a change to one price for customers in and out of City Limits for Sewer.
  - Sewer Lead Operator Bridget Hilgenberg approached the podium regarding the number of homeowners currently on the failed list and that more will probably need to be added.
  - City Attorney Adkinson suggested that a letter be sent to the County to arrange a joint meeting regarding Brandon Oaks.

*Council Action: Councilman Farris made a motion to request a Joint Workshop with the Walton County Board of County Commissioners to discuss Brandon Oaks sewer issues. Councilwoman*

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*Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**XI. Public Comment: None**

**XII. Adjournment**

Mayor Barley adjourned the meeting at 10:37 a.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

ATTEST

\_\_\_\_\_  
City Clerk

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